



National Science Foundation

Competitive Position Vacancy

ANNOUNCEMENT NO: C20020042

OPEN: 12/03/01

CLOSE: 01/03/02

POSITION VACANT: Financial Operations Specialist, GS-501-9. Salary ranges from \$36,656 to \$47,648 per annum.

PROMOTION POTENTIAL: Financial Operations Specialist, GS-501-9.

LOCATION: Directorate for Education and Human Resources, Division of Undergraduate Education (DUE), Arlington, VA.

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement Article VII.

AREA OF CONSIDERATION: NSF-Wide. This position is open to NSF candidates with competitive civil service status as well as candidates eligible for appointment under special noncompetitive appointing authorities.

DUTIES AND RESPONSIBILITIES: The incumbent of this position:

- Certifies expenditure of funds for all program elements, special initiatives and reserves.
- Interacts directly with the Division of Financial Management (DFM) database to obligate, transfer, and monitor the expenditure of funds of the program budgets and reserves. Reconciles Division accounts with DFM. Establishes and maintains programmatic fiscal records for all resources allocated to the Division. Develops and enhances the Division's computerized financial records.
- Reviews and certifies adequacy of all award recommendations. Works directly with scientific and technical/support staff to resolve administrative problems which may arise in review of actions.
- Acts as Contracting Officer's Technical Representative (COTR). Works with the Staff Associate for Administration for contract administration of multi-task orders, such as cost-plus fixed fee and basic ordering agreements for the Division.
- Participates in the planning, development and management of contracts to provide services in such areas as data entry, proposal processing and panel meeting support. Maintains records on the status of various administration actions or requirements. Generates reports, analyzes and evaluates data on contracts.
- Fully responsible for overseeing contractor processing and for processing and management of the Division's panel/expert staff. Oversees the preparation of travel authorizations for all panelists/experts. Reviews and certifies the accuracy of travel vouchers and reimbursement memos for panelists/experts. Oversees and reviews correspondence with panelists as necessary, informing new panelists of travel procedures and guidelines.

- Commits funds, executes small purchase orders. Reviews requests for purchases to determine if all the required information has been completed. Identifies, develops, and obtains adequate price competition either verbally or in writing in accordance with sound procurement practices.
- Provides training and oversight to the Division's scientific and technical staffs on administrative policies and procedures governing proposal processing, review processes, panel meeting processes, and travel.
- Works closely with the Administrative Officer and Center Manager in installing new procedures, systems, and methods to increase productivity, quality control, and efficiency in the administration of the Division.
- Serves as Records Management Officer for Division, with responsibility for overseeing the retirement of all proposal actions.

QUALIFICATIONS REQUIRED: U.S. CITIZENSHIP IS REQUIRED. Qualification Standards Handbook for General Schedule Positions will apply. Applicants must possess one year of specialized experience equivalent to at least the GS-7 level. Specialized experience is administrative work in connection with grant administration; accounting systems; analytical, forecasting, and interpretive functions associated with the management and control of resources or funds; tracking and controlling funds for special programs; or analytical or program work pertaining to payroll, cash control, or benefit systems. **Time-in Grade Requirement:** Completion of one year of service in a position at the next lower grade level in the normal line of promotion progression for this occupation.

QUALITY RANKING FACTORS:

- Knowledge of proposal processing and grant administration, and/or contracts and procurement policies, procedures, and standards and the ability to interpret the rules to assure effective completion of responsibilities.
- Knowledge of Federal travel regulations and NSF travel policies and procedures related to staff and panelist travel.
- Knowledge of NSF and Division budget policies and procedures and DFM's budget execution plans in order to reconcile Division accounts.
- Knowledge of office automation and ability to use data storage/retrieval systems to access data through the use of a computer terminal and accurately enter data.
- Ability to communicate both orally and in writing with individuals at all levels.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Selective Factor, if any, and the Quality Ranking Factors. Current performance appraisal and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year probationary period may also be required.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

HOW TO APPLY: You may apply for this position with the Optional Application for Federal Employment (OF-612), the older Application for Federal Employment (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). Status candidates must also submit a Notification of Personnel Action (SF-50), showing competitive status, and a current Performance Appraisal. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

Applicants who are eligible for appointment under special non-competitive appointing authorities must clearly indicate your specific eligibility and provide proof with your application. Otherwise, the application will be considered under competitive procedures.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: ♦ Your country of citizenship. ♦ Your social security number. ♦ Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether they are semester or quarter hours. ♦ Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. ♦ If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. ♦ The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number C20020042. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Myra Loyd, on (703) 292-4363. Hearing impaired individuals may call TDD (703) 292-8044.

NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER